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Chief, Management Staff

28 February 1957

Chief, Records Management Staff

Weekly Report - Week Ending 27 February 1957

1. Contributions

a. Tangible

- (1) Completed 7 new and revised forms. The Language Data Record Form was completed and sent to the Printing and Reproduction Division for the necessary supplies to be delivered by 11 March.
- (2) Twenty-six cubic feet of records were destroyed or transferred out of the Records Center. The rate of destruction could be speeded up if labor were available to operate the incinerator. There are now over 400 cubic feet of records awaiting destruction.

b. Intangible

- (1) A substantial revision in the Planning Analysis Sheet, Form No. 35, used by OCR will result in paper savings of 33 1/3 per cent as a result of change in format and size.

2. Assignments (Active)

- a. Twenty-eight new and revised forms in process.
- b. Records Disposition Program, Cable Secretariat, 90 percent complete.
- c. Records Disposition Program, OCR, 63 per cent complete.
- d. Review of Records Control Schedule, Audit Staff, 65 per cent complete.
- e. Records Disposition Program, Office of Logistics, 60 per cent complete.
- f. Installation of Agency Filing System in OSI 10 per cent complete.

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3. News

Office of Security has requested us to assist in the transfer of certain records now held by the Department of State in Bonn, Germany, to this Agency.

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[] is attending a Correspondence Management Workshop being conducted by GSA for certain selected Agency representatives.

Tentative arrangements were made with the [] for the construction of a facility to house the paper comminuting machine which the New Building Staff wishes us to try out at Records Center.

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